

Plan Review Process

Step 1: Submit Plans

- One (1) complete set of plans (minimum size 8.5" x 11" or larger).
- A properly completed application.
- Include all applicable documents (i.e. intended menu, specification sheets, etc.)
- Plan review fee.

NOTICE: AN INCOMPLETE PLAN SUBMITTAL WILL BE REJECTED!

Step 2: Plan Review Process

- After plans are submitted and logged, inspectors will review the plans.
- The plans are reviewed by Plan Review and Construction inspectors.

Step 3: Plan Approval Process

- Plans may require additional information or changes before approval, including additional fees.
- Once the plans have been reviewed, a letter is sent to the corresponding party indicated on the plan review application informing them of the status of the plans.
- Plan approvals expire at the end of (1) year unless the project in the approved plans is under construction by that time.

Step 4: Construction

- Be sure all contractors, sub-contractors, etc. are made aware of the corrections and/or plan stipulations from this Plan Review Office.
- Upon approval of the plans, construction should begin.
- Please contact the Plan Review Office regarding any project questions.

Step 5: Inspections

- A pre-final inspection and final inspection are required. You may schedule these inspections and additional courtesy inspections by contacting the Plan Review Office.
- Inspectors will likely make random courtesy inspections during the construction to check on the status and make corrections as needed.
- Request the pre-final inspection when the facility is 75% complete. Future inspections can be determined at that time, by the inspector. ***(Note: It is ultimately the responsibility of the owner or contractor to contact this office for inspections.)***
- The store may not be stocked until approval for stocking has been granted.
- Arrange for a final inspection after the establishment has passed all other regulatory inspections and has obtained a Certificate of Occupancy (C of O). All water, plumbing, electrical, gas, ventilation, coolers, walk-ins, etc., and other equipment shall be operational at time of the final inspection.
- In no case should a final be requested less than (2) business days prior to the proposed opening of the establishment. ***(Note: Inspections will be conducted during normal business hours Monday to Friday, between the hours of 7am and 5pm.)***
- Once final approval has been given, the establishment is free to open for business.
- **Please call (602) 506-6980 if you have any questions regarding this process.**